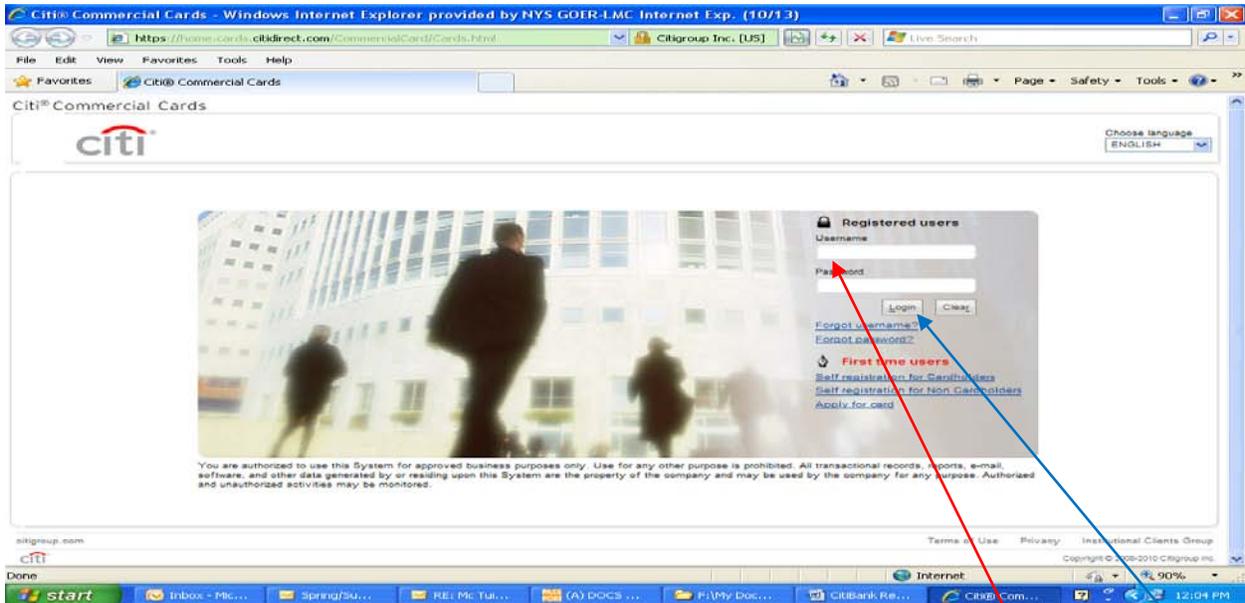
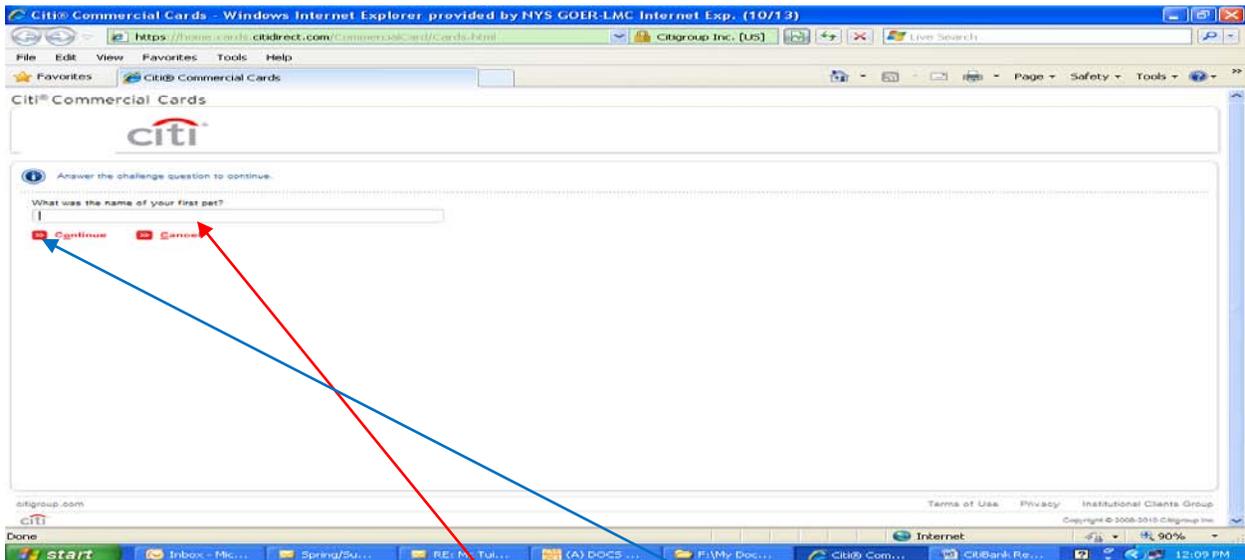


Instructions on NY Card Usage Report on CitiBank

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

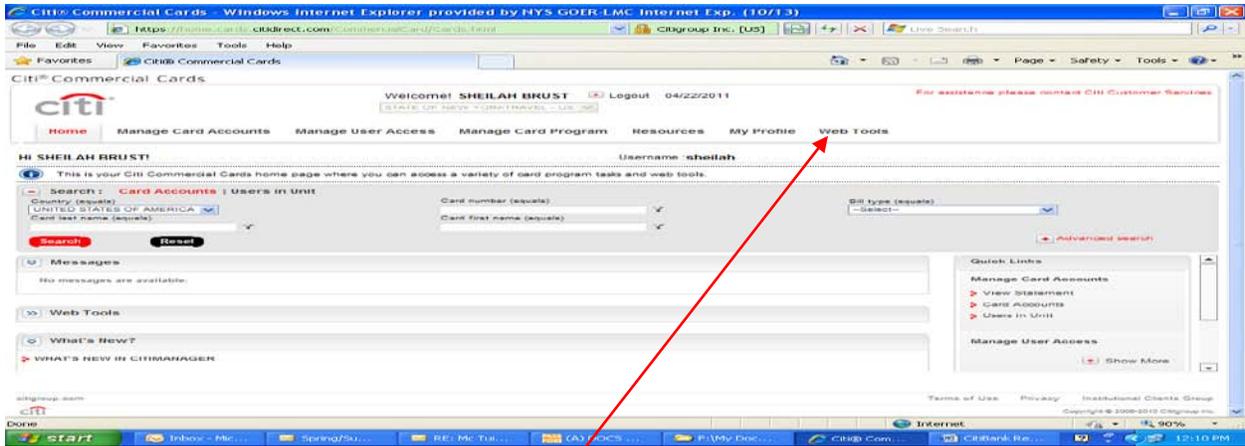


First screen you see when you log into Citidirect. Put in your user name and password. Click "Login".

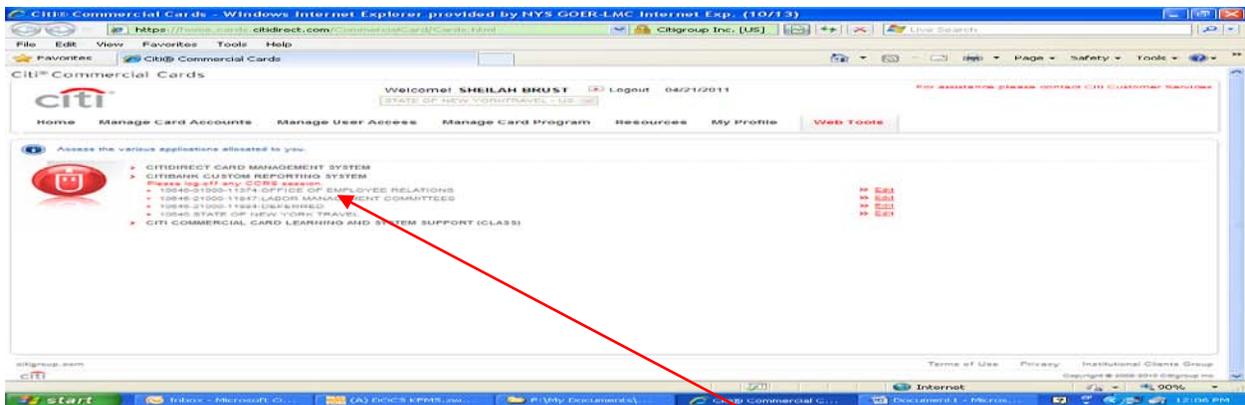


Answer the challenge question to continue. Click on "Continue".

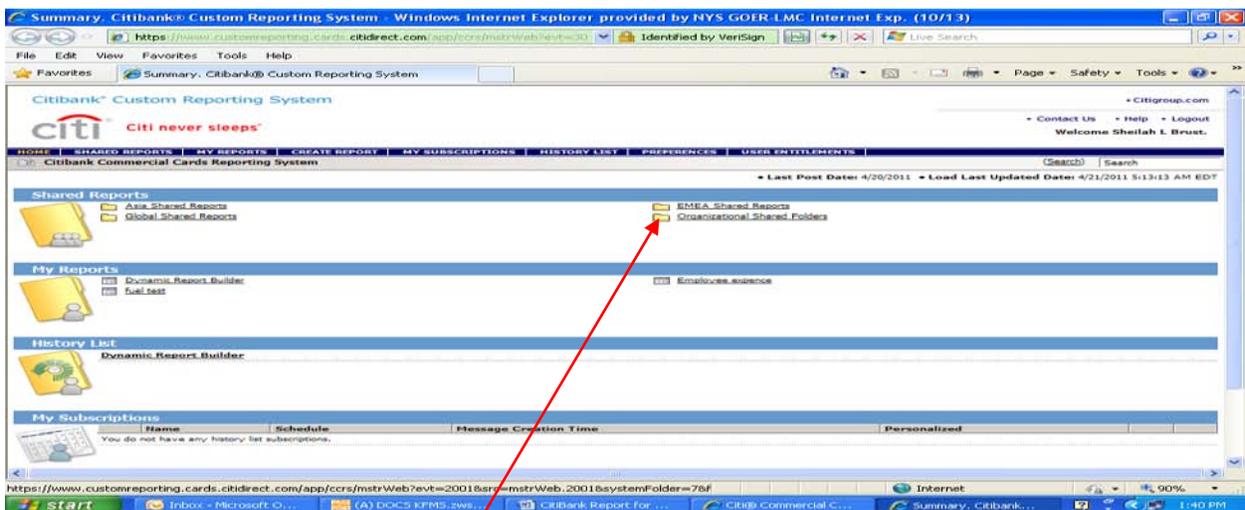
Instructions on NY Card Usage Report on CitiBank



This is your home page. Click on "Web Tools".

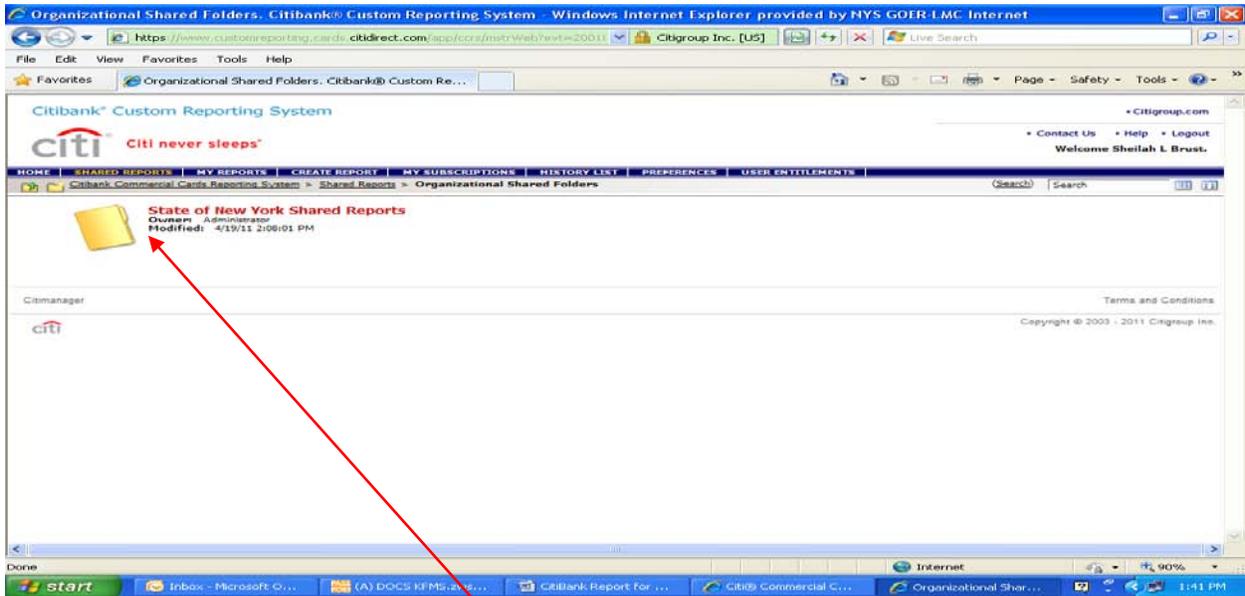


Web Tools – CitiBank Custom Reporting System: Click on your agency.

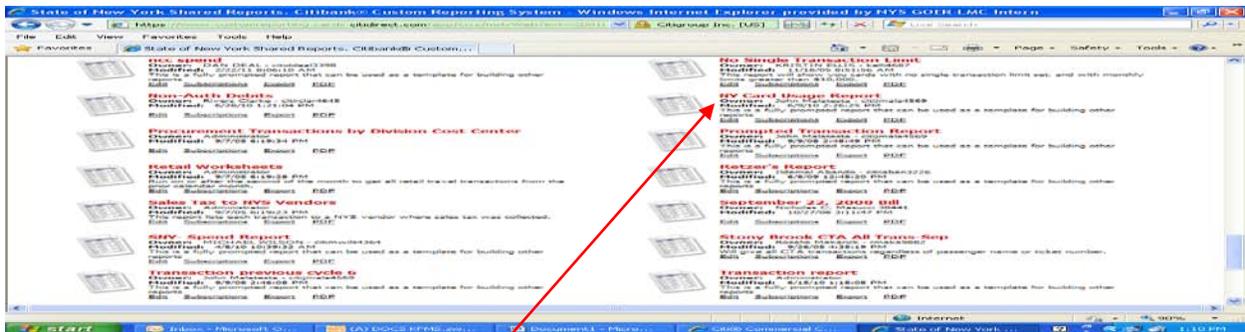


Click on **Organizational Shared Folders**.

Instructions on NY Card Usage Report on CitiBank

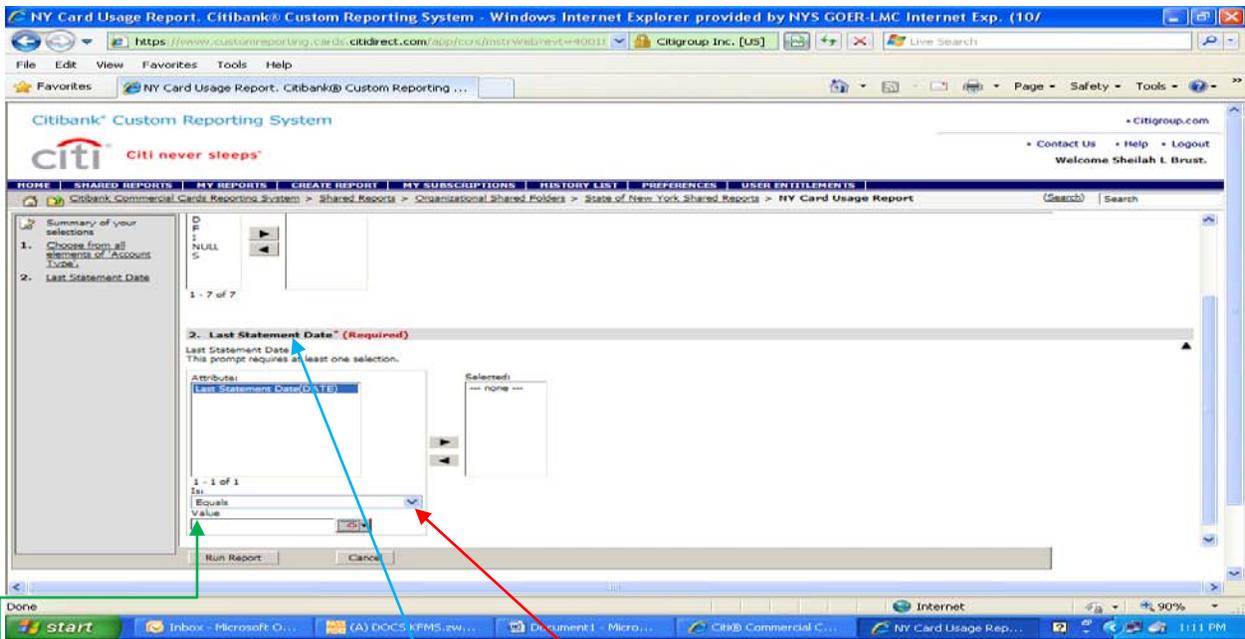


Click on **State of New York Shared Reports.**

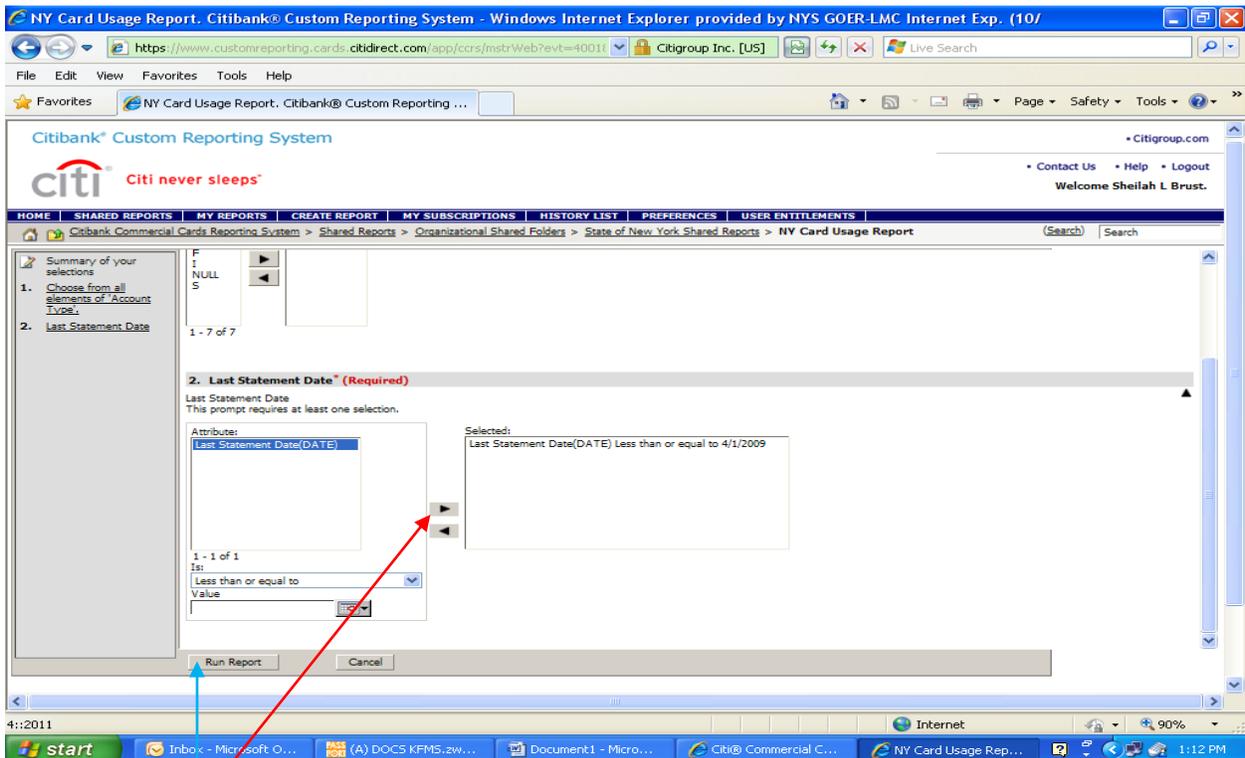


Scroll down to **NYS Card Usage Report.**

Instructions on NY Card Usage Report on CitiBank



Scroll to box # 2 Last Statement Date, go to the "IS" and down arrow to **less than or equal to**. In "VALUE" put in date that is 18 months prior to the current date. (Example: 4/1/09)



Click on the  arrow button between "Attribute" and "Selected" boxes to add data. Click "Run Report".

Instructions on NY Card Usage Report on CitiBank

The screenshot shows a web browser window displaying a table with the following columns: Hierarchy Level 1, Hierarchy Level 2 Name, Hierarchy Level 3, Hierarchy Level 4 Name, Hierarchy Level 5 Name, Account Number, Cardholder First Name, Cardholder Last Name, Last Statement Date, Account Status, and Purge Flag. The table contains 15 rows of data, all with a 'Last Statement Date' of 3/22/2011. A red arrow points to the 'Last Statement Date' column header.

Hierarchy Level 1	Hierarchy Level 2 Name	Hierarchy Level 3	Hierarchy Level 4 Name	Hierarchy Level 5 Name	Account Number	Cardholder First Name	Cardholder Last Name	Last Statement Date	Account Status	Purge Flag
10646	STATE OF NEW YORK TRAVEL				4046580	EXECUTIVE PARKS & REC	EXECUTIVE PARKS & REC	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	10657	SNY POLICE TROOP A		4046580	SNY POLICE TROOP A	SNY POLICE TROOP A	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	10657	SNY POLICE TROOP A	01000	4046580	PETER ROUGEUX	ROUGEUX	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	CE ARCHIVES	CE ARCHIVES	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	GEOFFREY HUTH	HUTH	3/22/2011	ET	N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	SUZANNE ETHERINGTON	ETHERINGTON	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	LORRAINE CAMPBELL	CAMPBELL	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	R STUETZ	STUETZ	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	LINDA BULL	BULL	3/22/2011		N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	DAVID LOWRY	LOWRY	3/22/2011	ET	N
10646	STATE OF NEW YORK TRAVEL	11000	EDUCATION	11756	4046580	JAMES TAMMARO	TAMMARO	3/22/2011		N

This is a report for all of NYS Travel Card holders and the dates of their last statement. They will be at least 18 months or older. Cards that have not been used for 18 months need to be lowered to \$1.00. Notify the card holder that it has been lowered and if they do have to travel in the future they can contact you ahead of time so you can increase the amount. Any card that has not been used for 24 months or more need to be cancelled and the card holder notified immediately.